Conversion Process Old VIM to New

1) Create the LHD depot site using the (county code) + 9999 VFC pin number i.e. 549999.
2) Check VIM box
3) Do refrigerator count of vaccines on hand – recording all vaccine lot NDC codes from vaccine boxes.
4) Do End of Month. Use one day earlier for this date. Refrigerator count must match end of month. No inactive lots will be converted.
5) Run a VFC Doses Administered report and Biologic Inventory Report and print the reports.
6) Log in as Regional Admin
7) Find site that is to be converted to new VIM
8) Check VIM box on Site Information screen. If the transfer box is checked it will not allow the VIM box to be checked.
9) Click Submit button
10) Click OK to warning box that appears. If there are problems with the inventory, they must be corrected before it is possible to go forward.
11) Log in to the site that is to be converted
12) Click on Manage Inventory
13) In the Inventory Details section, the inventory name comes up as VFC with the default box checked. Click the Active box.
14) Click the Submit button
15) Switch the inventory to Private. Click Get Inventory button.
16) Click the Active box
17) Click Submit button
18) Switch back to VFC Inventory by selecting VFC. Click Get Inventory button.
19) Click Convert Existing Inventory link
20) Screen will appear listing all vaccines with zero balance or those with missing NDC codes. (Any vaccine lot that doesn't convert will need to be added manually after the conversion.)
21) Uncheck the private vaccine lots.
22) Remove any identifying information that has been added to any lot number. i.e. (P), VFC.
23) Double check lot numbers for accuracy i.e. no extra spaces or characters that are not part of the original vaccine lot number.
24) Choose the correct manufacturer for vaccine from dropdown i.e. sanofi (Tripedia) or (Daptacel)
25) If any NDC codes are not found, contact Ian so they can be added to the table. Click Cancel. When codes have been added by DCH, repeat process from Step 18.
26) Click Submit button
27) Click OK
28) Conversion is complete.